

### Summary

- This practice note explains how issuers should use announcement types when releasing announcements to the market over the Market Announcement Platform (**MAP**) in compliance with the Listing Rules dated 1 January 2019

Issuers are required to release announcements to the market over MAP. When creating the announcement on MAP, issuers are required to select an announcement type, from a list provided. Some of these announcement types will be “prescribed categories”. The full list of announcement types available for issuers to use on MAP is available in **Appendix A**.

### What is the purpose of announcement types?

Announcement types are generally used for two reasons:

- to provide an indication to the market about the content of the announcement; and
- as a sorting tool for historical announcements.

When an announcement is released to the market, the announcement type and announcement headline are the first information received by the market.

### What is a “prescribed category”?

Announcements released under a “prescribed category” type will result in the announcement being flagged to the market, and an administrative trading halt being applied. The prescribed categories relate to the following announcement types:

- half year results;
- full year results;
- fund updates; and
- annual reports.

### How issuers should choose an announcement type

When an issuer is releasing an announcement over MAP, the issuer will be required to select an announcement type. The issuer should follow the steps below to make this selection:

1. If the content of the announcement is within a prescribed category, the issuer must select the prescribed category. This prescribed category should be used, even if the announcement also covers other announcement types.
2. The content of the announcement may cover more than one prescribed category – for example, if the issuer releases the full year result with the annual report as one announcement. In these circumstances, the issuer should use the full year result prescribed category.



3. If the content of the announcement is not within a prescribed category, the issuer should select the announcement type which is most relevant to the announcement. This should be based on the purpose and content of the announcement. The description of each announcement type in **Appendix A**, will assist with this selection.
4. If the content of the announcement covers a number of announcement types (excluding prescribed categories), the issuer should select the announcement type which makes up the majority of the content of the announcement.
5. The issuer should use the headline to clarify the purpose of the announcement.

### **Contact details**

If an issuer has a query regarding the use of announcement types, they can contact their relationship manager or email [issuerrelationships@nzx.com](mailto:issuerrelationships@nzx.com).



## Appendix A: Announcement types

### KEY

Announcement types which are a **prescribed category**

Third party flag will automatically be applied

Announcement type (as is shown on MAP)	Previous announcement types that would go under this category type	Description
ADMIN   Administrative Issuer Announcements	For an issuer of Quoted Equity Securities, an initial announcement of a proposal to: <ul style="list-style-type: none"> <li>• Subdivide or consolidate any Financial Products;</li> <li>• Issue Equity Securities; or</li> <li>• Issue Financial Products that may Convert to Equity Securities -</li> </ul> including the initial announcement of a buyback programme	All announcements required by Rules 3.18 to 3.22.  There are separate announcement types for: <ol style="list-style-type: none"> <li>1. credit rating changes</li> <li>2. changes to auditors</li> <li>3. corporate actions</li> <li>4. offers of financial products.</li> </ol>
	Any decision to amend the conditions of Quoted Financial Products	
	Change of address or contact details of the issuer or share registry	
	Name Change	
	Senior Manager Change	
	Director Change	
	Balance date change	
ANNREP   Annual Report Issued / Matters relating to Annual Report	Annual Report Issued / Matters Relating to Annual Report	For release of an annual report to the market.  When an annual report is combined with a full year results announcement, use the full year announcement type.
AUDITORS   Audit / matters relating to audit	Audit / Matters Relating to Audit	Including matters such as change of audit. If audit report is released as part of

Announcement type (as is shown on MAP)	Previous announcement types that would go under this category type	Description
		annual report, use Annual Report category.
CORPACT   Corporate Action	Prescribed form under Rule 3.14	Generally for all standard issuer corporate actions except for offers of new securities / rights issues (for which OFFER can be used).  Includes: dividends, foreign exchange rates, bonus issues, interest payment notifications or decisions to not pay, conversions, stands in the market, calls or instalments payable.
	Bonus Issue	
	Dividend	
	Strike Price	
	Dividend Reinvestment Plan	
	Maturity of a Security	
	Interest – Payment Notification or Decision Not to Pay	
	Call or Instalment Payable	
	Stand in the Market	
	Capital Reconstruction	
	Exercise of Warrants or Options	
	Conversion of Securities	
CREDIT   Credit rating change	Credit Rating Change	Any announcement about the change (or otherwise) to the issuer's (or any relevant company's) credit rating.
FLLYR   Full Year Result	Full Year Results	For release of the issuer's (or relevant company's) full year financial statements.  When the annual report is combined with the full year results announcement, use the full year announcement type.
FNDUPDTE	Fund Updates	For release of Fund Updates in accordance with Rule 3.11.1
	General	

Announcement type (as is shown on MAP)	Previous announcement types that would go under this category type	Description
GENERAL   General release by Issuer in relation to activities	Shareholder Communications	All other general information, not otherwise covered by a relevant category type.
	Index Notice	
	Key Dates – Results etc	This includes substantial security holder notices by an issuer in respect of a change in its shareholding in another company listed on an exchange (be that NZX or otherwise).
	Listing Correspondence	
HALFYR   Preliminary Half Year Result	Half Year Results	For release of the issuer's (or relevant company's) half year financial statements.
MEETING   Notice and Results of Meeting	Address or Presentation	All announcements related to an annual or special shareholders meeting.
	Meeting Notice or Results	
MKTUPDTE   Market Update	Market Update	Includes all updates in relation to the performance of an issuer, such as financial forecasts, monthly and quarterly reports, NTA or NAV reports.
	Financial Forecast	
	Quarterly Update / Report	
	Monthly Report	
	Net Tangible Assets / Net Asset Value	
	Mining Update	
OFFER   Offer	Product Disclosure Statement	For all matters relating to a new offer or new issue of securities as part of an ongoing offer. This category should be used for all announcements relating to the initial offer until it closes.
	Placement	
	Rights	
	Entitlement Issue	
	Share purchase plan	There is a separate category for the allotment notice(s).
	Prospectus Announcements	

Announcement type (as is shown on MAP)	Previous announcement types that would go under this category type	Description
RA   Appointment of Receivers, Liquidators, Statutory Managers	Appointment or Matters Relating to Receivers, Liquidators, Administrators	Any announcement relating to appointment or matters relating to receivers, liquidators, administrators.
RESEARCH   Independent Research	Research Report	Research report prepared for issuer by an independent company.
SECISSUE  Securities on issue	Allotment Notice	Allotment and buyback notices under rule 3.13.1
SHINTR   Shareholder Interests	Substantial Product Holder notices and director and senior manager's relevant interests	For information about how to submit relevant interest notices, or substantial product holder notices, please refer to the Practice Note <a href="#"><i>Providing Information Required By Legislation</i></a>
TRANSACT   Transaction	Takeover announcement	Announcements related to transactions which an issuer is, or may be, a party to.
	Joint Venture	
	Merger	
	Asset Purchase or Sale	
	Scheme of Arrangement	